

MEDICAL EVALUATION BOARD CHECKLIST

Refer to Chapter 3, PDES Manual, COMDTINST M1850.2 (series), for details.

Medical Evaluation Board Report should include the following:

1. ☐ Cover Sheet (CG-5684).

Note: A Coast Guard physician, if one is available, shall prepare the cover sheet. If a DOD cover sheet has been prepared, it may also be included in the report package.

2. ☐ Typed Narrative Summary (SF-502).

3. ☐ Copies of all health record information pertaining to each diagnosed impairment, including SF-88 and SF-93 (current and enlistment or commissioning physical exams), consultations, reports of X-rays, photographs, and video tapes, when appropriate. All reports, including consultations, must be typewritten or printed legibly.

4. In mental health evaluations:

- ☐ Use a military psychiatrist or the combination of a military psychologist and civilian psychiatrist for mental health evaluations regarding fitness for retention determinations by a Medical Evaluation Board.

5. In cardiac cases:

- ☐ EKG
- ☐ American Heart Association Diagnostic Standards
- ☐ METS test
- ☐ Ejection fraction measurement

6. In impairment of hearing cases:

- ☐ Audiometric Examination
- ☐ Statement as to testing standard used (ASA, ISO, or ANSI), and
- ☐ Voice discrimination test results: pure tone audiometry and speech discrimination without hearing aids.

7. In high blood pressure (hypertension) cases:

- ☐ Results of 3-day serial blood pressure check taken twice a day while on medication

8. In diabetes mellitus cases:

- ☐ Type and frequency of medications administered and observed results.
- ☐ Degree and frequency of any limitation of activities

9. In brain surgery cases:

- ☐ Size of hole in skull

10. In spinal impairment cases:

- ☐ Range of motion (active) where indicated
- ☐ Radicular symptoms, if indicated, objectively validated

COMMAND ACTION

1. Advise member of all the following:

- ☐ Significant findings, opinions, and recommendations
- ☐ Opportunity to comment on report
- ☐ Opportunity to submit a letter requesting retention
- ☐ Requirement to sign CG-4920, DA Form 3947, or AF form 618 within 21 calendar days
- ☐ Entitlement to pre-separation counseling IAW 10 U.S.C. §1142

MEDICAL EVALUATION BOARD CHECKLIST (cont.)

2. ☐ Establish interim duty status for member.
3. ☐ Send message reporting assigned status to CGPC-epm, opm, or servicing ISC (pf) if reservist.
4. For injury cases, provide one of the following:
 - ☐ Copy of the investigative report, or, preferably
 - ☐ Copy of the Injury Report (CG-3822), or
 - ☐ CO's statement setting time, place, and other circumstances surrounding the injury, accompanied by an opinion as to line of duty and misconduct

Note: The member's current command is responsible for providing an opinion as to misconduct or line of duty, even if the injury occurred elsewhere.

5. Attach the following to the Board package (where applicable):
 - ☐ Member's comments regarding the board's report
 - ☐ Member's request for retention with CO's endorsement
 - ☐ If member is a reservist, a copy of the orders or other evidence that the impairment was incurred while entitled to receive basic pay
 - ☐ If member is in receipt of normal service retirement orders, the member's election in accordance with Article 12.C.3. of Personnel Manual, COMDTINST M1000.6 (series)

6. ☐ Endorse board

Note: If the board recommends "fit for retention" and the command concurs, the statement - "I concur with the board," will suffice. However, if the board recommends "not fit for retention," comply with article 3.1.7 of the Physical Disability Evaluation System, COMDTINST M1850.2 (series).

7. Distribute the board package as follows:
 - ☐ Original and two copies to CGPC-adm-1
 - ☐ Copy to the member
 - ☐ Copy retained by convening authority

MEMBER ACTION

1. Required - complete one of the following:
 - ☐ CG-4920, or
 - ☐ Bottom portion of DA form 3947, or
 - ☐ Bottom portion of AF form 618
2. Optional
 - ☐ Comment, in writing, on board report
 - ☐ Submit a letter requesting retention